



July 23, 2013 – Business Analyst RFP - Pre Proposal Conference  
11:00 am – 12:00 pm via WebEx and teleconference

# ANSWERS

## Alaska's P-20W SLDS

Mission: Deliver outcomes information to Alaska stakeholders to assess, evaluate and improve the state's education and career development spectrum.



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*ANSWERS is a collaboration of the Alaska Commission on Postsecondary Education, the University of Alaska, Alaska Department of Education & Early Development, and Alaska Department of Labor and Workforce Development.*

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# REQUEST FOR PROPOSALS

## **Business Analyst Services**

The Alaska Commission on Postsecondary Education (ACPE), on behalf of a multi-agency partnership, is soliciting proposals for a vendor to provide support for various business processes related to developing and implementing a statewide P-20W longitudinal data system that incorporates data from multiple state agencies for the purpose of supporting policy, research and decision-making.



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# ANSWERS PROJECT OVERVIEW

- Project funded through a Federal grant to Department of Education and Early Development
  - \$4 million over 3 years (July 2012 to June 2015)
- Multi-agency effort to link existing K-12, postsecondary, and workforce outcomes data
- Purpose is to provide critical information to Alaska's policymakers, educators, and general public about Alaska's education and workforce continuum, including:
  - student transitions
  - performance in postsecondary education and workforce systems
  - return on investment



# ANSWERS PARTNER ORGANIZATIONS

- **Alaska Commission on Postsecondary Education (ACPE)**
  - Project management
- **Department of Education and Early Development (EED)**
  - Fiscal agent
- **Department of Labor and Workforce Development (DOL&WD)**
- **University of Alaska (UA)**
- *Executive Governance Team:* ACPE Executive Director, DEED and DOLWD Commissioners, UA President
- *Implementation Team:* Agency project managers, research and IT lead staff, and program directors from 4 partner organizations



# PROJECT OBJECTIVES

- Develop a method of sharing and using cross-sector information to inform decision making by policymakers, practitioners, and other stakeholders
- Create a secure, state longitudinal data system that allows relevant data about K-12 students, teachers, college and career students, and industry to be linked to better understand and inform policy makers on the education to workforce cycle;
- Create reports, dashboards, and other information products that provide the right information to the right people in the right formats to better inform decision and policy-making; within express parameters:
  - Relies on input from existing data systems
  - Used to address cross-sector issues that are not answered by individual partners
  - Data is de-identified and output conforms to best practices and laws protecting individual privacy



# ANSWERS GOVERNANCE

- Informed by Governor Parnell's AO 261 –  
link to AO 261 <http://gov.state.ak.us/admin-orders/261.html>
- Multiple layers of governance focusing on different areas of priority
- Executive Governance
  - Membership, duties, authorities
  - How governance activities and changes to rules are submitted, considered and implemented
  - Data access, appropriate data uses, user categories, and security
  - Protection of PII (personally identifiable information)
  - Responsible for Sustainability/Funding
  - Public communications protocols



# CONTINUED

- Data Steward governance team:
  - Proposes policies and implements those approved by executive body, considers access requests and implements data access rules
  - Determines, defines and documents data elements and metadata
  - Determines technical processes/ETL protocols
  - As approved by executives, develops and deploys MOAs and associated interagency agreements



# PROJECT DELIVERABLES AND TIMELINE

1. Planning and Preparation – July 2012 to July 2013
2. Hardware Infrastructure – July 2013 to September 2014
3. Development – July 2013 to June 2014
4. Reporting – July 2014 to April 2015
5. Training and Professional Development – January to June 2015
6. Sustainability – July 2014 to June 2015

\*project timeline subject to change and evaluated and revised monthly





# PROJECT PROGRESS

- Completion of Outcome 1 – Planning and Preparation
  - Establishment and implementation of governance structure
  - Creation of stakeholder engagement and communication plan
  - Stakeholder validation of policy questions
  - Analysis of existing data systems
  - Develop business and technical requirements
  - Partner agency agreement on system design and processes

# CURRENT ACTIVITIES

- Infrastructure and Development
  - Further definition of system design and technical requirements
  - Visits to other states with similar P-20W SLDS models
  - Preparation for issuance of technical RFP in fall 2013 –
    - *Please note the vendor who is awarded the BA contract will not be able to bid on the technical RFP*
- Other
  - Expert legal review of relevant laws and regulations
  - Creation of research advisory body



# BUSINESS ANALYST RFP

The Business Analyst will support the ANSWERS project team by:

- Acting as liaison between technical staff, management, end-users and outside contractors on the project.
- Development and maintenance of system data documentation, including meta data, data dictionaries, and other instructional and training materials.
- Development and documentation of recommendations in response to project technical and business questions.
- Analysis of existing and proposed systems, designs, and processes to facilitate the completion of the project.



## BUSINESS ANALYST RFP, Continued

- Development, documentation and maintenance of project and customer deliverables, tasks, issues, including analyses of business and technical perspectives.
- Support the project development team by scheduling and facilitating meetings, maintaining documentation including project plans, requirements, SharePoint project site, web pages, etc.
- Working closely with staff, stakeholders and contractors, research and document project and system business and technical requirements, including detailed workflows



# DELIVERABLES

**The following are examples of the types of deliverables required related to anticipated project outcomes**

- Project documentation in narrative and flowchart format
- Project issues and decisions logs
- System and data business and technical documentation
- Notes from technical meetings
- Detailed recommendations documents, supported by research into best practices and application of the same to Alaska's specific needs
- Various training documents
- Technical meeting facilitation
- Research reports related to the P-20W SLDS
- Presentations and supporting handouts



# CONTRACT TERM

- Length of contract will be from the date of award, approximately September 2, 2013 for approximately 10 calendar months until approximately June 30, 2014. Contract may be renewed at the discretion of ACPE.
- Estimate 1680 total hours during the 10-month period (approximately 30 hours per week, with some flexibility dependent on project needs).
- Work to be performed in Juneau at a minimum of 4 business days per month, while the remainder of the work can be done at the Offeror's primary location. The work time in Juneau may vary dependent on meetings, project needs, etc.
- Cost of travel is to NOT be a part of the bid, travel will be paid by ACPE in accordance with State of Alaska travel policies.



# SUCCESSFUL OFFERORS MUST DEMONSTRATE

- P-20W SLDS specific Business Analyst experience
- Ability to analyze existing business systems and evaluation proposed new systems and processes to facilitate completion of the project
- Ability to develop and maintain thorough understanding of the needs of the assigned customer group from the business and technical perspectives
- Ability to work closely with ACPE staff, other contractors and potential system users and other groups to capture business requirements, documents workflow and user needs

CONTINUED...

- Ability to develop and maintain documentation for the ANSWERS data warehouse project including meta data, data dictionaries, process flows, and other instructional and training materials
- Ability to disaggregate and analyze problems, probe facts, identify and question assumptions, and analyze issues from different perspectives to inform decision-making
- Strong organizational skills including the ability to plan, coordinate and monitor a significant number of functions simultaneously
- Strong technical writing/verbal communication skills





# EXPERIENCE REQUIREMENTS

- Contractor must have at least five years' experience providing business analysis/strategic technical support specific to development of P-20W statewide longitudinal data systems
- Specific individual assigned to ACPE project must have:
  - Bachelor's degree
  - Work experience specific to SLDS
  - Work experience that demonstrates strong project management skills and understanding of business analysis
  - Work experience that demonstrates strong technical writing and verbal communication skills
  - Work experience that demonstrates ability to understand and document complex technical systems and research processes, including creation of process flows and diagrams.
- Proposals must designate a specific individual to perform the contract work and a backup or secondary individual. Changes to these individuals post contract award must be approved by the project director.



**Failure to meet these minimum prior experience requirements will cause a proposal to be considered non-responsive and will be rejected.**

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# INSPECTION & MODIFICATION

- The contractor is responsible for the completion of all work set out in the contract
- All work is subject to inspection, evaluation, and approval by the project director or designee
- ACPE may employ all reasonable means to ensure the work is progressing and being performed in compliance with the contract
- The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent



# ALASKA BUSINESS LICENSE REQUIREMENTS

- Prior to the award of a contract an offeror must hold a valid Alaska business license
- In order to receive Alaska Bidder preference, and other related preferences, such as the Alaska Veteran and Alaska Offeror preference, an offeror must hold a valid business license prior to the deadline for receipt of proposals



# Q&A DISTRIBUTION

- ★ The official link to the Business Analyst RFP is  
<http://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=169019>
- ★ The questions from the pre-proposal conference will be posted to this site as an attachment to the original RFP



# COMMENTS AND QUESTIONS?

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